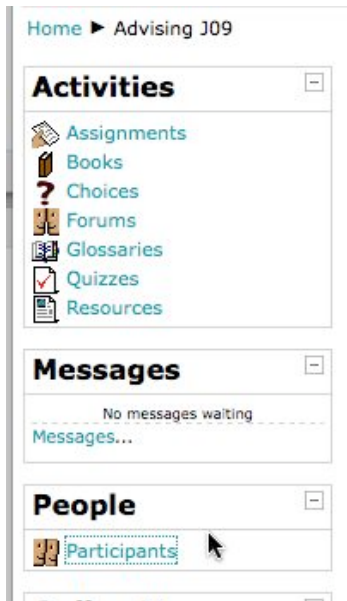


# Participants and Assigning Roles



To view the students in your class, select the People Block located on either the left or right-hand column (this will depend on how you have set up your page.)

**NOTE:** This is NOT your official class list. Your official class list is accessed through the OASIS portal.

This informal class list may contain student names that you have added to your class such as a TA, Grad Assistant, tutor, co-teacher, guest lecturer or even students who have inadvertently joined your class. (more about this later!)

Home ► Advising J09 ► Participants

## CIT Online: Using Faculty Advising Tools in OASIS J09

Participants Blogs Notes

My courses **Advising J09**

User list **Less detail**

Current role **All**

**All participants: 7**

(Accounts unused for more than 120 days are automatically unenrolled)

First name : **All** ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 Surname : **All** ABCDEFGHIJKLMNOPQRSTUVWXYZ

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	Rebecca Courington	Chicago	United States	2 secs	<input type="checkbox"/>
	Matthew Lennertz	Chicago	United States	50 secs	<input type="checkbox"/>
	Martin Atkins	Chicago	United States	Never	<input type="checkbox"/>
	Claudia Paraskiv	Chicago	United States	Never	<input type="checkbox"/>
	Louise Love	Chicago	United States	Never	<input type="checkbox"/>
	Don Smith	Chicago	United States	Never	<input type="checkbox"/>
	Betsy Edgerton	Chicago	United States	Never	<input type="checkbox"/>

Select all Deselect all ? With selected users...

As the faculty of this class, you have the ability to add people to your class and to assign them a specific role. The “guest’s” access to content will be limited by the role you assign them.

To see a listing of all of the participants in your course and what role they are assigned, select “Assign Roles” from the Administration Block.

[Home](#) ▶ [Advising J09](#) ▶ Roles

Locally assigned roles

[Override permissions](#)

### Assign roles in Course: Advising J09

Roles	Description	Users	
<b>Administrator</b>	Administrators can usually do anything on the site, in all courses.	1	<a href="#">Rebecca Courington</a>
<b>Course creator</b>	Course creators can create new courses and teach in them.	1	<a href="#">Rebecca Courington</a>
<b>Teacher</b>	Teachers can do anything within a course, including changing the activities and grading students.	1	<a href="#">Rebecca Courington</a>
<b>Non-editing teacher</b>	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
<b>Student</b>	Students generally have less privileges within a course.	2	<a href="#">Claudia Paraskiv</a> <a href="#">Don Smith</a>
<b>Guest</b>	Guests have minimal privileges and usually can not enter text anywhere.	1	<a href="#">Louise Love</a>
<b>User Support</b>	Allows management of passwords and accounts and browsing site but not adding, editing or deleting of courses and or site settings.	0	
<b>Admin2</b>	fail safe	0	

In addition to the students who have officially enrolled in your class, it is possible to add other people to your class. This feature is helpful if you have a TA or grad assistant helping with your class, a departmental coordinator who would like access to your course, or if you would like to share your class with another instructor for example.

To add someone to your class, click on the 'Assign Roles' link. Then click on the appropriate role in the left-hand column.

The following screen will appear:

The screenshot shows the Moodle interface for assigning roles in a course. At the top, there is a breadcrumb trail: Home ► Advising J09 ► Roles. Below this, there are two tabs: 'Locally assigned roles' (selected) and 'Override permissions'. The main heading is 'Assign roles in Course: Advising J09' with a help icon. Below the heading, there is a 'Role to assign' dropdown menu set to 'Student'. Further down, there are two dropdown menus: 'Enrolment duration' set to 'Unlimited' and 'Starting from' set to 'Today (6 January 2009)'. The interface is divided into two columns. The left column, titled '2 existing users', lists 'Claudia Paraskiv, cparaskiv@colum.edu' and 'Don Smith, dsmith@colum.edu'. The right column, titled '6763 potential users', contains the message 'There are too many users to show. Try searching instead.' and a search input field with a 'Search' button. Between the columns are controls: a checkbox with an eye icon and a question mark, and two buttons labeled 'Add' and 'Remove'.

The left-hand column will show you people enrolled in your class that are assigned the role you are working with.

The right-hand column gives you the ability to select additional people to add to the class by searching through the Columbia Moodle database and locating individual students or faculty.

The Add and Remove buttons lets you add guests to your class or remove individuals from your class (be careful about removing folks!!).

To locate an individual, type in their name and click the search button. Once their name appears in the right-hand column, highlight their name and click the add button.

Home ► Advising J09 ► Roles

Locally assigned roles Override permissions

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**Assign roles in Course: Advising J09** ?

Role to assign Student

Enrolment duration Unlimited Starting from Today (6 January 2009)

2 existing users

Claudia Paraskiv, cparaskiv@colum.edu  
Don Smith, dsmith@colum.edu

?

◀ Add

Remove ▶

1 potential users

**Search results (1)**

Betsy Edgerton, bedgerton@colum.edu

Betsy Edgerton Search Show all

Their name will appear in the left-hand column of the Assign Role window and will now appear in the list of participants.

Home ► Advising J09 ► Participants

**CIT Online: Using Faculty Advising Tools in OASIS J09**

Participants Blogs Notes

My courses Advising J09 User list Let

Current role All

**All participants: 6** ↗

(Accounts unused for more than 120 days are automatically unenrolled)

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	Rebecca Courington	Chicago	United States	45 secs	<input type="checkbox"/>
	Martin Atkins	Chicago	United States	Never	<input type="checkbox"/>
	Claudia Paraskiv	Chicago	United States	Never	<input type="checkbox"/>
	Louise Love	Chicago	United States	Never	<input type="checkbox"/>
	Don Smith	Chicago	United States	Never	<input type="checkbox"/>
	Betsy Edgerton	Chicago	United States	Never	<input type="checkbox"/>